

Appendix F
Suggested Quality System Documentation Checklist

Suggested Project Quality System Documentation Checklist

The purpose of this checklist is to guide GLNPO project officers and quality system staff through the processes of planning a project, reviewing the planning documentation, and complying with GLNPO's quality system requirements. You may use this form, or equivalent documentation, for any IN-HOUSE work effort, WORK ASSIGNMENT, CONTRACT, COOPERATIVE AGREEMENT, GRANT, or INTERAGENCY AGREEMENT where GLNPO provides funds or technical support.

Section 1 - General Project Information

Brief Descriptive Project Title:

Project Start Date:

Anticipated Project Completion Date:

EPA Project Manager:

Project Team Members:

Designated Quality System Team Member:

Name of contractor or grantee (if any):

Yes	No	
		Is this project related to a specific environmental decision, regulation, or enforcement action?
		Will EPA be collecting data during this project?
		Will an EPA contractor or grantee be collecting data during this project?
		Will data from other sources be used during this project?
		If so, were the data collected in association with this project or for some other purpose? (e.g., is this a secondary use of the data?)
		Sources of other data (if any):
		Is this a software/modeling development project?
		Is this a new contract, new work assignment, or new grant?

If the answer to **any** question above is "**Yes**," then complete the rest of this form.

If **all** answers above are "**No**," then sign this page and submit it with the procurement request or procurement initiation notice.

Project Manager's Signature

Date

Section 2 - Quality System Documentation Requirements

(for projects involving environmental measurements or data)

The questions below are to be answered by the quality system staff member in order to establish the requirements for quality system documentation for the project.

Yes	No	Does the project require that:
		A written quality management plan or other document that describes the commitment of the offer's management to meet the quality requirements of the scope of work be included in the project plan, contract/cooperative agreement/grant proposal, etc.?
		A written quality assurance project plan (QAPP) be delivered as part of the project plan, contract proposal, grant, contract task order, etc.?
		Quality system reports be delivered? ___ with Progress Reports ___ with Final Report?
		Quality system audits be conducted for the contract? ___ Pre-Award ___ During Contract?
		Procedures are in place to review data against acceptance criteria?
		Another form of documentation be used instead of a QAPP (see below)?

Rationale, if no QAPP required: *(if another form of documentation is used, please specify it here)*

Please identify:

Organization responsible for preparing the QAPP or other quality system documentation

If EPA, name of author

Due date for QAPP or other documentation

Anticipated start date of data collection

Section 3 - Review and Approval of Quality System Documentation

(to be completed by the quality system member)

EPA reviewer for QAPP or other documentation

Date review completed

Date documentation approved

Location of approved and signed documentation

Project Manager's Signature

Date

Quality System Signature

Date

Section 4 - Management Review *(to be completed by the Branch Chief in consultation with the quality system member)*

Yes	No	
		Are environmental data required for this project? (Section 1)
		Have requirements for the quality system documentation been established? (Section 2)
		Has the quality system documentation been reviewed and approved by both the Project Manager and the quality system staff member? (Section 3)
		If this is a contract, work assignment, task order, grant, cooperative agreement, or IAG, have the quality system requirements been included in the activity and documented on the appropriate forms?
		May this project proceed as planned?
		Is concurrence required from the Division Director or Office Director?

Comments:

Branch Chief's Signature

Date

For projects at the Office level:

Office Director's Signature

Date